**OLDHAM COUNCIL**

**JOB DESCRIPTION**

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| JOB TITLE | PASTORAL – LEVEL A | | |
| DEPARTMENT | People, Communities & Society – CYPF | SCHOOL |  |
| GRADE | Grade 3 (SCP 16 – 21) £18,319-£20,541 pro rata  36 hours and 40 minutes per week | JE CODE | EPL1 |

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| **JOB PURPOSE**  Working as part of the pastoral team to monitor and improve attendance and provide pastoral support to the pupils, in order for them to overcome barriers to learning to raise their aspirations and achieve their full potential. |

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| **KEY TASKS** | |
| 1. | To provide efficient and effective administrative support to the Pastoral team. |
| 2. | To assist in collating a range of data, information and reports which relate to different areas of pupil learning, welfare and attendance. |
| 3. | To carry out schools Keeping In Touch Policy, in recording the data and liaising with parents, children and external agencies. |
| 4. | To carry out pastoral intervention with vulnerable groups or targeted children. |
| 5. | To maintain regular contact with families/carers of pupils in need of additional support,, and to secure positive family support and involvement. The role could include conducting home visits to facilitate this. |
| 6 | To use School systems and procedures to positively reinforce good behaviour, anticipate and manage challenging behaviour and conflict, improve attendance and removing barriers to learning. To follow the School’s policy and procedures on Safeguarding, and to promote pupil’s awareness of personal safety and well-being. |
| 7 | To appropriately share information to relevant audiences to facilitate pupil welfare and promote pupil learning to parents, colleagues and education/healthcare professionals, within procedures covering confidentiality and data protection. |
| 8 | To contribute to the development, planning and implementation of strategies which could be for groups of pupils or whole school strategies, relating to topics such as the promotion of learning, inclusion, social development and full attendance. |
| 9 | When undertaking transition work, to work flexibly with other schools to promote a speedy and smooth transition for the pupil(s), including the effective transfer of appropriate pupil data/information. To be involved in supporting new pupils to the school. |
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| STANDARD DUTIES | |
| 1. | To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all. |
| 2. | To uphold and promote the values and the ethos of the school. |
| 3. | To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, GDPR, IT, health & safety, anti-bullying and safeguarding/child protection. |
| 4. | To take a proactive approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises. |
| 5. | To participate and engage with workplace learning and development opportunities, subject to the school’s training plan, working to continually improve own performance and that of the team/school. |
| 6. | To attend and participate in relevant meetings as appropriate. |
| 7. | To undertake any other additional duties commensurate with the grade of the post. |

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| **CONTACTS**  Pupils, colleagues within the school, staff of the local authority, other education and healthcare professionals, parents, carers and guardians and visitors to the school |

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| **RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT** | |
| **Responsible to:** | Headteacher, Deputy Headteachers, Pastoral Team |
| **Responsible for:** | Not applicable |

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| **SPECIAL CONDITIONS**   * Enhanced DBS Check |

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|  | DATE | NAME | POST TITLE |
| PREPARED |  |  |  |
| REVIEWED |  |  |  |
| REVIEWED |  |  |  |

PERSON SPECIFICATION

Job Title: LEVEL A – PASTORAL FAMILY

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|  | **Selection Criteria**  **Essential** | **Selection Criteria**  **Desirable** | **How Assessed** |
| **Education & Qualifications** | Willingness to work towards NVQ level 3 – Learning, Development & Support Service (LDSS) | NVQ level 3 – Learning, Development and Support Service (LDSS) | AF / I |
| **Experience** | Experience of working with children and young people to support them in overcoming barriers to their personal, social or learning development  Experience of using and integrating ICT, and using a school MIS system to record attendance and pastoral information  Experience of working in a team collaboratively to share ideas and achieve objectives  Experience of undertaking a wide range of clerical and administrative tasks | Experience of working with children and young people in an educational setting | AF / I  AF / I  AF / I  AF / I |
| **Skills & Abilities** | Communication skills to influence, persuade, motivate and engage with a wide range of children,particularly children in EY/KS1, through discussion and intervention work  Interpersonal skills to form and maintain positive working relationships with pupils, their families, colleagues, and other education/healthcare professionals and partner organisations  Listening skills to support children, young people and their families through understanding their point of view in a non-judgemental approach  Organisational skills to manage time effectively, meet potentially conflicting deadlines and work without close supervision  To join in the planning and organisation of fundraising and whole school events, such as the school fair  To have the ability work as part of a team | Bilingual | AF / I  AF / I  AF / I  AF / I |
| **Knowledge** | An understanding of the range of potential barriers to learning and attending school faced by children and young people  An understanding of how these barriers can be overcome or mitigated to reduce their impact on children and young people  Knowledge of GDPR, safeguarding and child protection issues and an understanding of appropriate action to take if a disclosure is made | Knowledge of attendance procedures in school and our statutory requirements | AF / I  AF / I  AF / I |
| **Work circumstances** | To work occasionally out of school hours  Could be the requirement to make home visits for which an appropriately insured vehicle needs to be available to use |  | I  I |

*Abbreviations:* AF = Application Form; I = Interview.

**NB. - Any candidate with a disability who meets the**

**essential criteria will be guaranteed an interview**